

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
AIDE-EXTENDED DAY PROGRAM	N	Assists Extended Day Program instructors, serving as physical training monitor and teaching program participants marching drills.	None needed	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
AIR CONDITIONING	Y	Must be able to: <ul style="list-style-type: none"> • Install, repair, and maintain air conditioning units and cooling equipment and components both inside and outside the secure perimeter of the facility. • Performs other related duties as required. 	<ul style="list-style-type: none"> • Must possess knowledge of HVAC mechanics and an understanding of electrical principles. • Have duct work experience. • Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. • Must be able to calculate measurements to ensure correct use of caustic cleaning materials. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	HVAC certification is desired.	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS).
AQUACULTURE	Y	<ul style="list-style-type: none"> • Feeds & harvests several types of fish such as tilapia and catfish and maintains the aquaculture equipment. • Performs other related duties as required. 	<ul style="list-style-type: none"> • Ability to follow basic instructions. • Must be able to calculate measurements to ensure correct use of supplies. 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			<ul style="list-style-type: none"> Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		<ul style="list-style-type: none"> purpose and use of Material Safety Data Sheets (MSDS)
BARBER	Y	<ul style="list-style-type: none"> Serves as institutional barber, cutting and grooming hair according to departmental requirements. Monitors and maintains barber and cleaning supplies levels; ensuring caustic cleaning materials are available for use as required. Performs general janitorial duties including, but not limited to, the use of all janitorial equipment (vacuum cleaners, mop and broom, floor buffer); service, clean, and re-supply barber areas and restrooms. Maintains accurate inventory of all barber tools. Performs other related duties as required. 	<ul style="list-style-type: none"> Must have skills and ability to cut hair. Licensing prior to incarceration, or experience at another institution. Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. Must maintain good personal hygiene habits. Must have good work ethics and be attentive to details. Must be able to calculate measurements to ensure correct use of caustic cleaning materials. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> Must maintain sanitization of all equipment in the barbershop to department standards. Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
BLIND SERVICES	Y	<ul style="list-style-type: none"> Assists physically impaired inmate with daily living tasks such as personal hygiene, meals, and transporting to all call-outs and other moves; and assist with mail and laundry pick-up. Tasked to assist with the inmate's reading and writing needs. 	Must possess the following skills: <ul style="list-style-type: none"> Able to follow instructions and complete tasks without direct supervision Basic math skills to calculate measurements for use of 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> • Inmates clean and repair cassette players, recycle cassettes, produce Braille material, and record talking books and magazines. • Responsible for general janitorial services in the living quarters and follows universal precautions for blood-borne pathogens and in handling and disposal of bio-hazardous waste. • Performs other related duties as required. 	<ul style="list-style-type: none"> • caustic materials • Able to operate janitorial equipment (buffer, shampooer, vacuum); • Good communication skills 		<ul style="list-style-type: none"> • Material Safety Data Sheets (MSDS)
BOILER MAN	Y	<ul style="list-style-type: none"> • Responsible for monitoring operation of on-site boilers which entails measuring chemicals for boiler treatment, backwashing water filters, hourly gauge readings to ensure proper operation and safety at all times for boilers operating in different areas of the facility. • Provides repair service for staff quarters including, but not limited to, minor carpentry, electrical work, air conditioning repair, and plumbing. • Performs other related duties as required. 	<ul style="list-style-type: none"> • Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. • Must have good work ethics and be attentive to details to ensure data is accurately recorded as required. • Have a working knowledge of steam operations. • Skilled in the maintenance, repair, and operation of boiler equipment. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> • Must keep working area clean at all times and ensure nothing comes into the boiler room that could interfere with boiler operations. • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
CABINETMAKING AND MILLWORK	Y	<ul style="list-style-type: none"> • Sets up and operates a variety of woodworking equipment, uses various hand tools to fabricate and repair wooden cabinets and furniture. Uses blueprints and plans to construct the products in the planned cutting or shaping sequence. 	<ul style="list-style-type: none"> • Must have working knowledge of the practices, methods, and tools of the cabinet making trade. • Must interact well with staff 	Not required	<ul style="list-style-type: none"> • Understand purpose and use of Material Safety Data Sheets (MSDS)

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> Performs other related duties as assigned. 	<ul style="list-style-type: none"> and be self-motivated. Must be able to work from plans and follow supervisor's instructions. 		<ul style="list-style-type: none"> Should be able to stand for long periods of time and be attentive to minor details to ensure successful completion of the job.
CANINE CARETAKER	N	Responsible for the care, feeding, grooming and cleaning of the dogs placed in the Canine Obedience Training for Canine Adoption program. Inmates assigned to this position will receive training for advancement to handler and/or trainer.	<ul style="list-style-type: none"> Must display patience and care for the dogs. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
CANINE HANDLER	Y	Assumes responsibilities of the trainer and/or caretaker in the absence of the inmate assigned to those duties. The canine handler will receive training for advancement to trainer.	<ul style="list-style-type: none"> Must display patience and care for the dogs. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
CANINE LEAD TRAINER	Y	Responsible for the care, feeding, grooming, and training of the assigned dog.	<ul style="list-style-type: none"> Must display patience and care for the dogs. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
					Material Safety Data Sheets (MSDS)
CANINE TRAINING FACILITY	Y	Responsible for providing care and compassion for dogs with heartworms. Canine caretakers are responsible for feeding, exercising, grooming, and cleaning the exercise and living areas.	<ul style="list-style-type: none"> • Must display patience and care for the dogs. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
CANTEEN OPERATOR (INMATE & STAFF CANTEENS)	Y	Responsible for: <ul style="list-style-type: none"> • Direct sales to customers • Maintaining accurate inventory records and logs • Stocking canteen items • Maintaining canteen area • Performing other related duties as required. 	Must have the following skills: <ul style="list-style-type: none"> • Good math, problem solving, organizational, and communication skills • Able to follow instructions and complete tasks without direct supervision • Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. • Must have good work ethics and be attentive to details. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	<ul style="list-style-type: none"> • Valid Social Security Number • Blood Borne Pathogen Certification for body fluid spill clean-up 	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS) • No physical limitations restricting lifting and moving inventory
CARPENTRY	Y	<ul style="list-style-type: none"> • Responsible for construction, repair and renovations of buildings, including but not limited to, roofs, floors, walls, 	<ul style="list-style-type: none"> • Must possess basic tool skills including, but not 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		and windows. May also be required to do trim work, signs, cabinets and countertops. <ul style="list-style-type: none"> Responsible for using shop equipment such as planers, saws, sanders, and grinders to fabricate and construct various articles instrumental to the compound. Performs other duties as assigned. Repairs and renovations to state buildings such as roofs, floors and walls. Trim work, signs, cabinets, counter tops Performs other related duties as required. 	limited to, the use of planers, saws, sanders, grinders, nail guns and screw guns. <ul style="list-style-type: none"> Previous carpentry experience required. Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. Must have good work ethics and be attentive to details. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		operation of all job-related equipment <ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS)
CITRUS	N	ASSIGNMENT NOT CURRENTLY UTILIZED			
CLERK-ADMINISTRATION	Y	CODE OBSOLETE AS OF 11/27/95			
CLERK-BUSINESS	Y	CODE OBSOLETE AS OF 11/27/95			
CLERK-CHAPEL	N	Responsible for: <ul style="list-style-type: none"> Monitor Chapel library and check out books, audio-visual resources and equipment in an orderly and efficient manner. Responsible for general clerical duties (organizing and preparing inmate activity sign-in sheets; maintain greeting card inventory and handling card orders for inmates) Assist volunteers with any logistic needs. Assist Chaplain with callouts Performs other related duties as required. 	Must have the following skills: <ul style="list-style-type: none"> Good organizational, clerical, and communication skills. Able to operate audio-visual equipment Able to deal with believers of different faiths 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
CLERK-CLASSIFICATION	N	ASSIGNMENT NOT CURRENTLY UTILIZED			
CLERK-DENTAL	Y	CODE OBSOLETE AS OF 11/27/95			
CLERK-DRUG	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
CLERK-EDUCATION	Y	Responsible for: <ul style="list-style-type: none"> • General record keeping and associated clerical duties such as maintaining student folders. • Assist teacher with all aspects of assignments including grading and assisting students when necessary. • Performs other related duties as required. 	Must have the following skills: <ul style="list-style-type: none"> • Good organizational, clerical, analytical, and communication skills. 	Not required	<ul style="list-style-type: none"> • All inmates are trained in safety and proper operation of all equipment related to their job assignment and educated about Material Safety Data Sheets.
CLERK-FOOD SERVICE	Y	Responsible for: <ul style="list-style-type: none"> • Maintaining inventory of all food service items • Establishing work schedule for inmates assigned to food service • Performs other related duties as required 	Must have: <ul style="list-style-type: none"> • Good clerical, math, and communication skills • Able to follow instructions and complete tasks without direct supervision 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
CLERK - HEALTH EDUCATION PROGRAM	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
CLERK-INFIRMARY	Y	CODE OBSOLETE AS OF 11/27/95			
CLERK-LIBRARY	Y	Responsible for duties including, but not limited to: <ul style="list-style-type: none"> • Prepare and update inmate schedules, library usage reports, and inventories • Assists inmates in checking books in and out of library, including inmates in segregated housing units 	Must possess the following skills: <ul style="list-style-type: none"> • Good organizational, clerical, analytical and communication skills. • Know or able to learn to 	<ul style="list-style-type: none"> • Must be approved to use computers. • HS 	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		(confinement, hospital, or infirmary) <ul style="list-style-type: none"> Repairs damaged books Performs general janitorial duties to maintain cleanliness of library areas. Performs other related duties as required. 	<ul style="list-style-type: none"> use the Dewey Decimal System Must be able to calculate measurements to ensure correct use of caustic cleaning materials. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Diploma, GED, or TABE score of 9.0 or higher.	purpose and use of Material Safety Data Sheets (MSDS)
CLERK-MAINTENANCE	Y	Responsible for: <ul style="list-style-type: none"> General record keeping and associated clerical duties Researching and completing orders for parts and equipment Maintains Maintenance Department file records Performs other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner Good organizational, clerical, and basic computer skills 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
CLERK-PSYCHOLOGY	Y	CODE OBSOLETE AS OF 11/27/95			
CLERK-RECREATION	Y	CODE OBSOLETE AS OF 11/27/95			
CLERK-SECURITY	N	CODE OBSOLETE AS OF 11/27/95			
CLERK-WELLNESS	Y	<ul style="list-style-type: none"> Provides general clerical assistance with filing, typing and any other general office tasks required by the Wellness Officers. Maintains wellness area and recreation yard as needed. Assists with recreational functions as needed. Performs other related duties as required. 	<ul style="list-style-type: none"> Knowledge of computers and Wellness Program. Must be knowledgeable in all aspects of sports field. Must have basic reading, writing, comprehension, and communication skills. Must interact well with staff 	Not required	<ul style="list-style-type: none"> Prior knowledge of musical instruments. Maintain wellness records and keep accurate attendance records of inmates involved

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			and be self-motivated.		in the Re-entry programs conducted by the Wellness Director. <ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
LITERACY FACILITATOR - CLOSE MANAGEMENT	Y	Responsible for: <ul style="list-style-type: none"> • Assisting the teacher with preparation and delivery of lessons • Performs general clerical tasks (filing, organizing paperwork) • Serves as tutor for students in program • Monitors and maintains cleaning supply levels; ensuring caustic cleaning materials are available for use as required. • Performs general janitorial duties; cleans and re-supplies general working areas and restrooms • Performs other related duties as required. 	Must possess: <ul style="list-style-type: none"> • Basic computer and math skills • Ability and attitude to work with students in the capacity of tutor. • Able to understand and apply moderately complex verbal and written instructions • Good communication skills • Able to operate janitorial equipment (buffer, shampooer, vacuum) 	High School Diploma or GED or demonstrate academic proficiency.	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
COMMUNITY AFTERCARE & EDUCATION DEVELOPMENT	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
CONSTRUCTION	Y	<ul style="list-style-type: none"> • Job duties include all aspects of the construction trade, including but not limited to, concrete finishing, block laying, steel tying, roofing, hanging sheet rock, and 	<ul style="list-style-type: none"> • Possesses building repair and new construction skills such as roofing, drywall, 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		finishing sheet rock to building codes and plans. <ul style="list-style-type: none"> • Performs other related duties as required. 	concrete and block laying, plumbing and electrical (residential and commercial) as well as demolition skills. <ul style="list-style-type: none"> • Is knowledgeable about the use of power tools and concrete finishing equipment. • Should be able to perform construction work to code; must be able to work from plans and follow supervisors' instructions. • Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. • Must have good work ethics and be attentive to details. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		related equipment <ul style="list-style-type: none"> • Understand purpose and use of Material Safety Data Sheets (MSDS)
CONTRACT WORK SQUAD	N	Performs specified labor in designated communities subject to agreements in place: <ul style="list-style-type: none"> • Roadway and right-of-way work for cities and counties, grounds and building maintenance, mowing, litter removal, painting, construction projects, structure repair, servicing and washing school buses and cars, office moving and cleaning up parks and recreation areas. • Building and construction. • Furniture/equipment moving 	Must be able to: <ul style="list-style-type: none"> • Operate various power equipment • Operate all janitorial equipment. • Follow instructions and have the ability to work in a non-secure environment under the supervision of a 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> Weed eating, debris removal & tree trimming. Assists both state and local governments in cleaning up after natural disasters when requested. 	Department of Corrections employee.		<ul style="list-style-type: none"> No physical limitations restricting lifting
CORRECTIONS TUTOR TRAINING PROGRAM - TRAINED TUTOR	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
DC - OPS PUBLIC WORKS	N	ASSIGNMENT NOT CURRENTLY UTILIZED			
DEPARTMENT OF TRANSPORTATION (DOT) LABORER-DOT SUPERVISED	N	<p>Performs DOT contract labor under supervision of DOT personnel:</p> <ul style="list-style-type: none"> Roadway and grounds maintenance of state highways, roads, and right-of-ways to maintain the state's highway systems Responsible for litter removal, road painting, and grounds maintenance In the event of a natural disaster such as a hurricane or severe storm, DOT squads may be called to assist in cleanup, correction and repair of damages. Performs other related duties as required. 	<p>Must be able to:</p> <ul style="list-style-type: none"> Operate power machines, chain saws, weed eaters, and wood chippers. Cut, trim, and clean trees, shrubs, sidewalks, gates, and grassy areas. Follow instructions and the ability to work in a non-secure environment under the supervision of a DOT employee 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS) No physical limitations restricting lifting
DEPARTMENT OF TRANSPORTATION (DOT) LABOR - DC SUPERVISED	N	<p>Performs DOT contract labor under supervision of DC personnel only:</p> <ul style="list-style-type: none"> Roadway and grounds maintenance of state highways, roads, and right-of-ways to maintain the state's highway systems Responsible for litter removal, road painting, and grounds maintenance In the event of a natural disaster such as a hurricane or severe storm, DOT squads may be called to assist in cleanup, correction and repair of damages. Performs other related duties as required. 	<p>Must be able to:</p> <ul style="list-style-type: none"> Operate power machines, chain saws, weed eaters, and wood chippers. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS) No physical limitations

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
					restricting lifting
DETAIL CREW- FLORIDA DEPARTMENT OF CORRECTIONS	N	Responsible for: <ul style="list-style-type: none"> Performing general janitorial duties using all janitorial equipment (vacuum cleaner, mop and broom, floor buffer); Servicing, cleaning and re-supplying general work areas and restrooms. Monitoring and maintaining office and cleaning supply levels; ensuring caustic cleaning materials are available for use as required. Performing other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> Able to follow instructions and complete tasks without direct supervision Basic math skills to calculate measurements for use of caustic materials Able to operate janitorial equipment (buffer, shampooer, vacuum) Good communication skills 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
DHSMV TELEPHONE OPERATOR	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
DRIVER-OTHER	N	<ul style="list-style-type: none"> Responsible for operating tractor for facility farming efforts and trash collection within the facility area. Performs other related duties as required. 	Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner.	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
EDUCATION AIDE	Y	Responsible for: <ul style="list-style-type: none"> Providing tutorial type assistance to students in the education classroom under direct supervision of education staff Assisting the teacher with preparation and delivery of lessons Performs general janitorial duties; cleans and re-supplies general working areas and restrooms. 	Must possess the following skills: <ul style="list-style-type: none"> Basic math and language arts skills Able to understand and apply moderately complex verbal and written instructions Good communication skills 	Inmate Education aides will have a high school diploma or a GED	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> • Monitors and maintains cleaning supply levels; ensuring caustic cleaning materials are available for use as required. • Performs other related duties as required. 			(MSDS)
ELECTRICIAN	Y	<ul style="list-style-type: none"> • Responsible for maintenance, troubleshoot, repair, and new installation of electrical equipment, lighting and components, to include both commercial and residential electrical wiring and television repair. • Perform other related duties as required. 	<ul style="list-style-type: none"> • Must possess knowledge of Ohm's law, inside electrical code, theory, and practice. • Must have prior electrical experience (certification or helper). • Must know how to wire per state code. • Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. • Must have good work ethics and be attentive to details. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. • Must be able to work from plans and follow supervisors' instructions. 	Not required	<ul style="list-style-type: none"> • All inmates are trained in safety and proper operation of all equipment related to their job assignment and educated about Material Safety Data Sheets.
ELECTRONIC REPAIR	Y	<ul style="list-style-type: none"> • Responsible for maintenance, repair and new installation of electronic equipment and components including, but not limited to, televisions, microwaves, as well as installation of computer and telephone lines within the institutional compound. • Performs other related duties as required. 	<ul style="list-style-type: none"> • Knowledge of one or more of the following: electronic circuits and components, electro-mechanical devices, network and distribution (CATV, LAN, Telephone), 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			<p>and/or video devices (camera's etc.). Basic reading, writing, comprehension, and communication.</p> <ul style="list-style-type: none"> • Must have working knowledge of electronics, and schematics. • Must understand and be able to work with electronic meters. • Must have basic reading, writing, comprehension, and communication skills. • Must interact well with staff and be self-motivated. • Must be able to work from plans or technical manuals and follow supervisor's instructions. 		<p>Material Safety Data Sheets (MSDS)</p>
FARM	N	<ul style="list-style-type: none"> • Inmates in this job are expected to perform all aspects of horticulture as it relates to a farm type setting. This includes field preparation, cultivation, fertilization, planting, harvesting, and care of the crops. • Required to maintain accurate inventory of produce. • Maintain farm equipment. • Perform other related duties as required. 	<ul style="list-style-type: none"> • Must have general knowledge of plants and growing operations as they pertain to a farm type setting. • Must be able to operate farm tractor and other farm equipment as required. • Ability to follow basic instructions. 	Not required	<ul style="list-style-type: none"> • No medical retractions for prolonged sun exposure, or pushing, pulling, or lifting restrictions. No allergies to grass or dust. • Trained in safety and proper operation of all job-related equipment

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
					<ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS)
FIELD FORCE SQUAD	N	<ul style="list-style-type: none"> Performs various general labor and farming duties. Performs other related duties as required. 	<ul style="list-style-type: none"> Must be able to calculate measurements to ensure correct use of materials and supplies. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
FIREMAN	Y	<ul style="list-style-type: none"> Inmates are trained to save property and life by extinguishing and preventing the spread of fires. Also responsible for maintaining the fire trucks, firefighting equipment and apparatus. Performs other related duties as required. 	<ul style="list-style-type: none"> Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. 	Not required	<ul style="list-style-type: none"> Prior experience in firefighting is preferred. However, the lack of inmates with prior firefighting experience requires internal training by staff on site. Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
					(MSDS) <ul style="list-style-type: none"> No physical limitations or restrictions
FORESTRY LABOR - DC SUPERVISED	N	Responsible for: <ul style="list-style-type: none"> Litter removal and grounds maintenance Performs other related duties as required 	Must be able to: <ul style="list-style-type: none"> Operate power machines, chain saws, weed eaters, and wood chippers. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS) No physical limitations restricting lifting
FORESTRY LABORER-FORESTRY SUPERVISED	Y	Performs the following: <ul style="list-style-type: none"> Food service, construction, landscaping, grounds maintenance. Litter removal, hand and power tool operations. Performs other related duties as required. 	Must be able to: <ul style="list-style-type: none"> Operate small engine and power machines Provide food service preparation 	Not required	<ul style="list-style-type: none"> Safety training by Department of Transportation All inmates are trained in safety and proper operation of all equipment related to their job assignment and educated about Material Safety Data Sheets
GATE OPERATOR	N	CODE OBSOLETE AS OF 11/27/95			
GENERAL MAINTENANCE ALL TRADES	Y	<ul style="list-style-type: none"> Inmates are on 24-hour standby to assist maintenance supervisors in general maintenance issues as needed. 	<ul style="list-style-type: none"> Must be mechanically inclined, with experience in 	Not required	<ul style="list-style-type: none"> Trained in safety and proper

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements	
		<ul style="list-style-type: none"> • Responsible for the repair and maintenance of small engine equipment; perform minor building and structure maintenance work within the facility, including but not limited to window and screen repair, concrete walkways, and door closures. • Performs other related duties as assigned. 	<p>electrical, plumbing, air conditioning, and general maintenance.</p> <ul style="list-style-type: none"> • Must be able to perform routine maintenance and repairs on all types of commercial equipment and buildings. • Must possess good mathematical, literacy, and interpersonal communication skills. • Must be able to troubleshoot and analyze to determine cause, the type of repairs required, and the type of tools and equipment required to complete the assigned repair or maintenance. • Must have good work ethics and be attentive to details. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		<p>operation of all job-related equipment</p> <ul style="list-style-type: none"> • Understand purpose and use of Material Safety Data Sheets (MSDS) 	
GLASSMAN	Y	ASSIGNMENT NOT CURRENTLY UTILIZED				
GUIDE DOG PROGRAM	Y	<ul style="list-style-type: none"> • Responsible for training a dog for the impaired. The inmate will teach and reinforce basic obedience and guiding concepts to the dog based on guidelines from professional instructors. The dog will subsequently be placed with physically impaired person in need of a guide dog. 	<ul style="list-style-type: none"> • Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. • Must maintain good personal 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of 	

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> Performs other related duties as required. 	hygiene habits. <ul style="list-style-type: none"> Must have good work ethics and be attentive to details. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		Material Safety Data Sheets (MSDS)
HEAVY EQUIPMENT OPERATOR	Y	<ul style="list-style-type: none"> Inmates are assigned to operate heavy equipment machinery as required on construction projects. Performs other related duties as required. 	<ul style="list-style-type: none"> Must have good work ethics and be attentive to details. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. 	Prior experience in operating heavy equipment is preferable	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
HOUSEMAN	N	<ul style="list-style-type: none"> Performs general janitorial duties including, but not limited to, the use of all janitorial equipment (vacuum cleaners, mop and broom, floor buffer); service, clean, and re-supply inmate living quarters, showers, and restrooms. Monitors and maintains cleaning supplies levels; ensuring caustic cleaning materials are available for use as required. Performs other related duties as required. 	<ul style="list-style-type: none"> Must possess good interpersonal communication skills, interacting appropriately with staff and inmates. Must maintain good personal hygiene habits. Must have good work ethics and be attentive to details. Trained in and use universal precautions in handling and disposing of bio-hazardous materials Must be able to calculate 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> No medical restrictions for caustic chemicals. Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			<p>measurements to ensure correct use of caustic cleaning materials.</p> <ul style="list-style-type: none"> • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		
HOUSEMAN RD	N	<ul style="list-style-type: none"> • Performs general janitorial duties including, but not limited to, the use of all janitorial equipment (vacuum cleaners, mop and broom, floor buffer); service, clean, and re-supply inmate living quarters, showers, and restrooms. • Monitors and maintains cleaning supplies levels; ensuring caustic cleaning materials are available for use as required. • Performs other related duties as required. 	<ul style="list-style-type: none"> • Must possess good interpersonal communication skills, interacting appropriately with staff and inmates. • Must maintain good personal hygiene habits. • Must have good work ethics and be attentive to details. • Trained in and use universal precautions in handling and disposing of bio-hazardous materials • Must be able to calculate measurements to ensure correct use of caustic cleaning materials. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	<p>Blood Borne Pathogen Certification for body fluid spill clean-up</p>	<ul style="list-style-type: none"> • No medical restrictions for caustic chemicals. • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
IMPAIRED INMATE ASSISTANT	Y	<ul style="list-style-type: none"> • Assists physically impaired inmate with daily living tasks such as personal hygiene, meals, and transporting to all callouts and other internal moves; assist with mail and laundry pick-up. 	<ul style="list-style-type: none"> • Must possess good interpersonal communication skills, interacting appropriately with staff and 	<ul style="list-style-type: none"> • Must be certified as an impaired inmate 	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> If assigned to an inmate with a hearing impairment, is tasked with using Standard American Sign Language to assist the impaired inmate in communicating with staff and other inmates. If assigned to a visually impaired inmate, is tasked to assist with the inmate's reading and writing needs. Responsible for general janitorial services in the living quarters and follows universal precautions for blood-borne pathogens and in handling and disposal of bio-hazardous waste. Performs other related duties as required. 	<p>inmates.</p> <ul style="list-style-type: none"> Must maintain good personal hygiene habits. Must have good work ethics and be attentive to details. Must be able to lift 200lbs or more. Must be able to calculate measurements to ensure correct use of caustic cleaning materials. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	<p>assistant.</p> <ul style="list-style-type: none"> Blood Born Pathogen certified. 	<ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS)
INMATE NEWSPAPER-PRIVATE INSTITUTION	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
INMATE TEACHING ASSISTANT	Y	<p>Responsible for:</p> <ul style="list-style-type: none"> Assisting the teacher with preparation and delivery of lessons Performs general janitorial duties; cleans and re-supplies general working areas and restrooms. Monitors and maintains cleaning supply levels; ensuring caustic cleaning materials are available for use as required. Performs other related duties as required. 	<p>Must possess:</p> <ul style="list-style-type: none"> High school diploma with at least an 11th grade TABE test score Maintain professionalism, be punctual, and possess time management skills. Able to understand and apply moderately complex verbal and written instructions Good communication skills 	Teaching Assistant Certification	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
INSIDE GENERAL LABOR	N	CODE OBSOLETE AS OF 11/27/95			
INSIDE GROUNDS	N	<ul style="list-style-type: none"> Provides general lawn care and maintenance of 	<ul style="list-style-type: none"> Knowledge of lawn 	Not required	<ul style="list-style-type: none"> No medical

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		institutional grounds within perimeter. This can include, but is not limited to, installation and removal of fencing, painting and other compound improvement and beautification tasks, grounds keeping, and disposal of institutional trash.	maintenance, fence installation, painting. <ul style="list-style-type: none"> • Operate Mower & hand tools • Ability to follow basic instructions. • General labor but inmates with nursery, lawn maintenance or horticulture skills are often utilized. 		retractions for prolonged sun exposure, or pushing/pulling/lifting restrictions. No allergies to grass or dust. <ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
INTERAGENCY – NON PRIVATE FACILITY SUPERVISION	N	Performs the following duties: <ul style="list-style-type: none"> • Roadway and grounds maintenance of state highways, roads, and right-of-ways to maintain the state’s highway systems • Responsible for litter removal, road painting, and grounds maintenance • In the event of a natural disaster such as a hurricane or severe storm, the squads may be called to assist in cleanup, correction and repair of damages. • Performs other related duties as required. 	Must be able to: <ul style="list-style-type: none"> • Operate power machines, chain saws, weed eaters, and wood chippers. • Cut, trim, and clean trees, shrubs, sidewalks, gates, and grassy areas. • Follow instructions and the ability to work in a non-secure environment 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS) • No physical limitations restricting lifting
INTERAGENCY-NON-DC SUPERVISED	N	Performs the following duties under supervision of non-Department of Corrections staff: <ul style="list-style-type: none"> • Roadway and right-of-way work for cities and counties, grounds and building maintenance, mowing, litter 	Must be able to: <ul style="list-style-type: none"> • Operate various power equipment • Operate all janitorial 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<p>removal, painting, construction projects, structure repair, servicing and washing school buses and cars, office moving and cleaning up parks and recreation areas.</p> <ul style="list-style-type: none"> Assists both state and local governments in cleaning up after natural disasters when requested. Sorting refuse at the landfill in search of recyclable materials. Performs other related duties as required. 	<p>equipment.</p> <ul style="list-style-type: none"> Must be able to follow simple instructions, and work under the supervision of a non-Department of Corrections employee. 		<ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS) No physical limitations restricting lifting
K-9	Y	<ul style="list-style-type: none"> Job duties include but are not limited to basic care and grooming of all Department K-9's as well as laying tracks for training purposes. Maintains state owned vehicles utilized by canine officers. Performs other related duties as required. 	<ul style="list-style-type: none"> Ability to work with dogs. Must work well with animals, Basic land navigation skills are a plus. Must be able to follow precise instructions when lying tracks to ensure K9 handlers know their whereabouts at all times. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
LABORER - FOOD SERVICE	Y & N	<p>Food service consists of skilled (bakers, cooks, vegetable preparation) and unskilled positions (dishwasher, line service, and dining room orderly).</p> <ul style="list-style-type: none"> Inmates must adhere to all state laws requiring sanitation of utensils as well as food handling Food service laborers are responsible for the preparation and serving of meals in a timely manner as well as cleaning the cooking and dining areas. Performs general janitorial duties; cleans and re-supplies general working areas and restrooms Performs other related duties as required. 	<ul style="list-style-type: none"> Certain areas require specialized culinary experience such as cook, baker, vegetable prep, etc. Must be able to follow instructions, and have the ability to work in a hot, wet environment. Inmates with skills are placed in positions as described. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
LABORER FOOD SERVICE-FLORIDA STATE PRISON	N	<p>Food service consists of skilled (bakers, cooks, vegetable preparation) and unskilled positions (dishwasher, line service, and dining room orderly).</p> <ul style="list-style-type: none"> Inmates must adhere to all state laws requiring sanitation 	<ul style="list-style-type: none"> Certain areas require specialized culinary experience such as cook, baker, vegetable prep, etc. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> of utensils as well as food handling Food service laborers are responsible for the preparation and serving of meals in a timely manner as well as cleaning the cooking and dining areas. Performs general janitorial duties; cleans and re-supplies general working areas and restrooms Performs other related duties as required. 	<ul style="list-style-type: none"> Must be able to follow instructions, and have the ability to work in a hot, wet environment. Inmates with skills are placed in positions as described. 		<ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS)
LABORER-FOOD SERVICE	N	CODE OBSOLETE AS OF 11/27/95			
LABORER-FOOD SERVICE KOSHER	N	JEWISH DIETARY ACCOMMODATIONS PROGRAM INACTIVE			
LABORER-RECREATION	N	CODE OBSOLETE AS OF 11/27/95			
LABORER-WELLNESS	N	<ul style="list-style-type: none"> Inmates must have the capability and the desire to conduct classes for various Wellness Program activities. Performs general janitorial duties for all work areas and restroom facilities. Cleans and maintains the recreational yard and Wellness Program work areas. Assists with recreational functions as needed. Performs other related duties as required. 	<ul style="list-style-type: none"> Must be knowledgeable in all aspects of sports field. Must have basic reading, writing, comprehension, and communication skills. Must interact well with staff and be self-motivated. Must be able to follow simple instructions, and do measurements to ensure correct usage of caustics. 	Certification in Wellness Program	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
LAUNDRY	N	<ul style="list-style-type: none"> Inmates are responsible for the laundering including, but not limited to, pick up, delivery and distribution, alterations and repairs of all institutional garments as well as maintenance of mattresses. Performs general janitorial duties including, but not limited to, the use of all janitorial equipment (vacuum cleaners, mop and broom, floor buffer); service, clean, and re-supply laundry work areas and restrooms. 	<ul style="list-style-type: none"> Must be able to operate industrial washers and dryers. Must have basic sewing skills (for alterations and repairs); and basic shoe repair skills. Must be able to follow instructions well. 	Not required	<ul style="list-style-type: none"> No allergies to cleaning supplies or medical restrictions for pushing or lifting. Trained in safety and proper operation of all job-related equipment

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> • Monitors and maintains cleaning supplies levels; ensuring caustic cleaning materials are available for use as required. • Perform other related duties as required. 	<ul style="list-style-type: none"> • Must have good work ethics and be attentive to details. • Trained in and use universal precautions in handling and disposing of bio-hazardous materials • Must be able to calculate measurements to ensure correct use of laundry and caustic cleaning materials. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		<ul style="list-style-type: none"> • Understand purpose and use of Material Safety Data Sheets (MSDS)
LAW CLERK - CERTIFIED	Y	Responsible for: <ul style="list-style-type: none"> • Circulating legal materials and assisting inmates in legal research and preparation of legal documents • Responding to interlibrary loan requests • Maintaining law library files • Performs general janitorial duties to maintain cleanliness of library areas. • Performs other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> • Strong analytical, communication, writing skills • Good organizational skills • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner 	Department of Corrections Law Clerk Certification	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
LAW CLERK - TRAINEE	N	<ul style="list-style-type: none"> • The clerk's primary duty is to prepare for and pass all the performance measures used in the DC law clerk training process. • The clerk trainee may also be assigned clerical work such as circulating legal materials, typing and photocopying inmate legal documents • Performs general janitorial duties to maintain cleanliness of library areas. 	<ul style="list-style-type: none"> • Inmates assigned in this position are participating in a training program to become certified inmate law clerks. See rule 33-501.301 "Law Libraries", Florida Administrative Code. • Minimum qualifications have been established for this 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> Performs other related duties as required. Inmates assigned as law clerk trainees shall not assist inmates in research of the legal collection or preparation of legal documents. 	<p>position in rule 33-501.301 "Law Libraries", Florida Administrative Code. Inmates must meet or exceed the qualifications to be assigned to this job code.</p>		<ul style="list-style-type: none"> If the inmate successfully completes the law clerk training program, he is reassigned to job "law clerk -- certified." If the inmate does not complete the training program within six months or fails the final examination, he is reassigned to other work.
LITERACY AIDE	Y	<ul style="list-style-type: none"> Assists inmates to learn to read or improve literacy skills for both English-speaking and inmates studying English as a second language. Performs other related duties as required. 	<ul style="list-style-type: none"> Be a competent and accomplished reader. Must possess good inter-personal communication skills, interacting with staff and other inmates appropriately. Must have good work ethics and be attentive to details. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	HS Diploma, GED, or TABE 9.0 or higher	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
LOCKSMITH	Y	CODE OBSOLETE AS OF 11/27/95			
MACHINE SHOP	Y	<ul style="list-style-type: none"> Inmates must be able to repair any type of computerized equipment or machine used within the facility. 	<ul style="list-style-type: none"> Knowledge of general metal fabrication. Basic reading, 	Not required	<ul style="list-style-type: none"> Trained in safety and proper

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> Performs other duties as assigned. 	<p>writing, comprehension, and communication skills.</p> <ul style="list-style-type: none"> Have experience in the use of shop equipment such as welders, cutting, torches and grinders. Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. 		<p>operation of all job-related equipment</p> <ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS)
MASONRY	Y	<ul style="list-style-type: none"> Responsible for building structures, demolition, block laying, concrete installation and repair. Performs other related duties as required. 	<ul style="list-style-type: none"> Previous masonry experience required. Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
MESSENGER	N	CODE OBSOLETE AS OF 11/27/95			
MINOR CORRECTIONS/REPAIRS	Y	<ul style="list-style-type: none"> Inmate responsible for performing minor maintenance repair such as windows, doors, furniture and plumbing issues for the facility. Performs other related duties as required. 	<ul style="list-style-type: none"> Should have a working knowledge of all aspects of construction such as plumbing, painting, and basic carpentry/handyman skills. Should be able to work quickly to resolve issues requiring minor maintenance repairs. Must have basic reading, 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			writing, comprehension, and communication skills. <ul style="list-style-type: none"> • Must interact well with staff and be self-motivated. 		
MOTOR POOL	Y	<ul style="list-style-type: none"> • Responsible for major and minor repairs and preventative maintenance of facility vehicle fleet, using hand and power tools in the performance of job duties. • Responsible for cleaning and fueling vehicles, maintaining vehicle fuel usage logs; servicing forklifts, tractors and farm equipment, welding repair for inmate bunks, repair carts for the kitchen, back gate and supply areas. • Performs other related duties as required. 	<ul style="list-style-type: none"> • Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. • Must have good work ethics and be attentive to details. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. • Must be mechanically inclined and knowledgeable in the operation of use of hand and power tools. • Must have good working knowledge of combustible engines. • Should be able to read technical manuals and perform required maintenance on vehicles as required. 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
OFFICE MACHINE REPAIR	Y	CODE OBSOLETE AS OF 11/27/95			
OPTICAL REPAIR PROGRAM	Y	Responsible for repairing, cleaning, reading, and categorizing prescription glasses for inmates' use and use a Lensometer as needed.	<ul style="list-style-type: none"> • Must possess good interpersonal communication skills, interacting with staff and other inmates 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			appropriately. <ul style="list-style-type: none"> • Must maintain good personal hygiene habits. • Must have good work ethics and be attentive to details. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		<ul style="list-style-type: none"> • Understand purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY-ADMINISTRATION	N	Responsible for: <ul style="list-style-type: none"> • Performing general janitorial duties using all janitorial equipment (vacuum cleaner, mop and broom, floor buffer); • Servicing, cleaning and re-supplying general work areas and restrooms. • Monitoring and maintaining office and cleaning supply levels; ensuring caustic cleaning materials are available for use as required. • Performing other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> • Able to follow instructions and complete tasks without direct supervision • Basic math skills to calculate measurements for use of caustic materials • Able to operate janitorial equipment (buffer, shampooer, vacuum) • Good communication skills 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY-BUSINESS	Y	Responsible for: <ul style="list-style-type: none"> • Performing general janitorial duties using all janitorial equipment (vacuum cleaner, mop and broom, floor buffer); • Servicing, cleaning and re-supplying general work areas and restrooms. • Monitoring and maintaining office and cleaning supply levels; ensuring caustic cleaning materials are available for use as required. • Performing other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> • Able to follow instructions and complete tasks without direct supervision • Basic math skills to calculate measurements for use of caustic materials • Able to operate janitorial equipment (buffer, shampooer, vacuum); • Good communication skills 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
ORDERLY-CHAPEL	N	Responsible for: <ul style="list-style-type: none"> • Performing general janitorial duties using all janitorial equipment (vacuum cleaner, mop and broom, floor buffer); • Servicing, cleaning and re-supplying general work areas and restrooms. • Monitoring and maintaining office and cleaning supply levels; ensuring caustic cleaning materials are available for use as required. • Performing other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> • Able to follow instructions and complete tasks without direct supervision • Basic math skills to calculate measurements for use of caustic materials • Able to operate janitorial equipment (buffer, shampooer, vacuum); • Good communication skills • Able to deal with believers of different faiths 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY-CLASSIFICATION	N	Responsible for: <ul style="list-style-type: none"> • Performing general janitorial duties using all janitorial equipment (vacuum cleaner, mop and broom, floor buffer); • Servicing, cleaning and re-supplying general work areas and restrooms. • Monitoring and maintaining office and cleaning supply levels; ensuring caustic cleaning materials are available for use as required. • Performing other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> • Able to follow instructions and complete tasks without direct supervision • Basic math skills to calculate measurements for use of caustic materials • Able to operate janitorial equipment (buffer, shampooer, vacuum); • Good communication skills 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY-DENTAL	N	Responsible for: <ul style="list-style-type: none"> • Sterilization of all dental equipment • Follows universal precautions for blood-borne pathogens in handling and disposing of bio-hazardous waste • Performing general janitorial duties using all janitorial 	Must possess the following skills: <ul style="list-style-type: none"> • Able to follow instructions and complete tasks without direct supervision • Basic math skills to calculate 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		equipment (vacuum cleaner, mop and broom, floor buffer); <ul style="list-style-type: none"> • Servicing, cleaning and re-supplying general work areas and restrooms. • Monitoring and maintaining linen supply levels, office and cleaning supply levels; ensuring caustic cleaning materials are available for use as required. • Performing other related duties as required. 	measurements for use of caustic materials <ul style="list-style-type: none"> • Able to operate janitorial equipment (buffer, shampooer, vacuum) • Good communication skills 	certified	purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY-DRUG	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
ORDERLY-EDUCATION	Y	Responsible for: <ul style="list-style-type: none"> • Performing general janitorial duties using all janitorial equipment available (vacuum cleaner, mop and broom, floor buffer) • Responsible for servicing, cleaning and re-supplying general work areas and restrooms. • Monitors and maintains cleaning supply levels; ensuring caustic cleaning materials are available for use as required. • Performs other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> • Able to follow instructions and complete tasks without direct supervision • Basic math skills to calculate measurements for use of caustic materials • Able to operate janitorial equipment (buffer, shampooer, vacuum); • Good communication skills 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY- FOOD SERVICE	N	CODE OBSOLETE AS OF 11/27/95			
ORDERLY-INFIRMARY	N	<ul style="list-style-type: none"> • Responsible for performing janitorial services including, but not limited to, the use of all janitorial equipment (vacuum cleaners, mop and broom, floor buffer); service, clean, and re-supply restrooms. • Assist in patient's daily living tasks such as bathing, dressing patients; serving and feeding patients; changing linens. • Provides infection control through handling and disposal of caustics, hazardous and bio-hazardous waste and 	<ul style="list-style-type: none"> • Must possess good interpersonal communication skills, interacting appropriately with staff and inmates. • Must maintain good personal hygiene habits. • Must have good work ethics and be attentive to details. • Must be able to lift 200lbs or 	Blood Born Pathogen	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<p>materials in accordance with bio-safety guidelines.</p> <ul style="list-style-type: none"> Responsible for transporting patients as directed including, but not limited to, carrying patients on backboard during medical emergency situations, lifting and carrying patient on gurney, assist wheelchair-bound patients. Load and unload medical materials and oxygen tanks. Performs other related duties as required. 	<p>more.</p> <ul style="list-style-type: none"> Must be able to calculate measurements to ensure correct use of caustic cleaning materials. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		
ORDERLY- LIBRARY	N	<p>Responsible for:</p> <ul style="list-style-type: none"> Performing general janitorial duties using all janitorial equipment (vacuum cleaner, mop and broom, floor buffer) Servicing, cleaning and re-supplying general work areas and restrooms Monitoring and maintaining office and cleaning supply levels; ensuring caustic cleaning materials are available for use as required Performing other related duties as required 	<p>Must possess the following skills:</p> <ul style="list-style-type: none"> Able to follow instructions and complete tasks without direct supervision Basic math skills to calculate measurements for use of caustic materials Able to operate janitorial equipment (buffer, shampooer, vacuum) 	<p>Blood Borne Pathogen Certification for body fluid spill clean-up</p>	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY- MAINTENANCE	N	<p>Responsible for:</p> <ul style="list-style-type: none"> Performing general janitorial duties using all janitorial equipment (vacuum cleaner, mop and broom, floor buffer); Responsible for servicing, cleaning and re-supplying general work areas and restrooms. Monitors and maintains cleaning supply levels; ensuring caustic cleaning materials are available for use as required. Performs other related duties as required. 	<p>Must possess the following skills:</p> <ul style="list-style-type: none"> Able to follow instructions and complete tasks without direct supervision Basic math skills to calculate measurements for use of caustic materials Able to operate janitorial equipment (buffer, shampooer, vacuum); Good communication skills 	<p>Blood Borne Pathogen Certification for body fluid spill clean-up</p>	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY- PSYCHOLOGY	N	<p>Responsible for:</p> <ul style="list-style-type: none"> Performing janitorial services including, but not limited to, 	<p>Must possess the following skills:</p> <ul style="list-style-type: none"> Able to follow instructions 	<p>Blood Borne Pathogen</p>	<ul style="list-style-type: none"> Trained in safety and proper

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		the use of all janitorial equipment (vacuum cleaners, mop and broom, floor buffer); service, clean, and re-supply general working areas and restrooms. <ul style="list-style-type: none"> Monitoring and maintaining cleaning supplies levels; ensuring caustic cleaning materials are available for use as required. Follows universal precautions for blood-borne pathogens in handling and disposal of bio-hazardous waste. Performs other related duties as required. 	and complete tasks without direct supervision <ul style="list-style-type: none"> Basic math skills to calculate measurements for use of caustic materials Able to operate janitorial equipment (buffer, shampooer, vacuum); Good communication skills 	Certification for body fluid spill clean-up	operation of all job-related equipment <ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY-RECREATION	N	CODE OBSOLETE AS OF 11/27/95			
ORDERLY-SECURITY	N	<ul style="list-style-type: none"> Performs general janitorial duties including, but not limited to, the use of all janitorial equipment (vacuum cleaners, mop and broom, floor buffer); service, clean, and re-supply security office areas and restrooms. Monitors and maintains cleaning supplies levels; ensuring caustic cleaning materials are available for use as required. Performs other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> Able to follow instructions and complete tasks without direct supervision Basic math skills to calculate measurements for use of caustic materials Able to operate janitorial equipment (buffer, shampooer, vacuum) Good communication skills 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> No medical restrictions for lifting, pulling, pushing or chemical. Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
ORDERLY-WELLNESS	N	<ul style="list-style-type: none"> Responsible for maintenance of all recreation grounds and equipment. Performs general janitorial duties for all work areas and restroom facilities. Performs other related duties as required. 	<ul style="list-style-type: none"> Must be knowledgeable in all aspects of sports field. Must have basic reading, writing, comprehension, and communication skills. Must interact well with staff 	Certification in Wellness Program	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		Florida State Prison Close Management (CM) 3 orderlies: <ul style="list-style-type: none"> Responsible for upkeep of sports facilities used for CM recreation. Maintains and inventories equipment used for Close Management recreation. 	and be self-motivated. <ul style="list-style-type: none"> Must be able to follow simple instructions, and do measurements to ensure correct usage of caustics. 		Material Safety Data Sheets (MSDS)
OUTSIDE GENERAL LABOR	N	CODE OBSOLETE AS OF 11/27/95			
OUTSIDE GROUNDS	N	<ul style="list-style-type: none"> Provides general lawn care and maintenance of institutional grounds. This can include, but is not limited to, installation and removal of fencing, painting and other compound improvement and beautification tasks, grounds keeping, and disposal of institutional trash. 	<ul style="list-style-type: none"> Knowledge of lawn maintenance, fence installation, painting. Operate commercial power mowers, chain saws, weed eaters, hand tools and heavy equipment such as tractors. Ability to follow basic instructions. General labor but inmates with nursery, lawn maintenance or horticulture skills are useful. Knowledge of small engine repair is useful. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
PAINTING	N	<ul style="list-style-type: none"> Responsible for painting interior and exterior surfaces of offices and buildings, and signs as well as doing touch-up work as maintenance and upkeep of the institution requires. Inmates assigned to the paint squad should be able to do all aspects of a general painter in a residential or commercial type setting. This includes the application of all types of paints and stains from large commercial applicators to minor touchups. Performs other related duties as required. 	<ul style="list-style-type: none"> Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. Must have good work ethics and be attentive to details. Must be self-motivated, not requiring constant direct supervision to complete 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS) Should be able to

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			tasks in a timely manner.		stand for long periods of time and be attentive to minor details to ensure successful completion of the job.
PHOTOGRAPHY	Y	CODE OBSOLETE AS OF 11/27/95			
PHOTOGRAPHY-RECEPTION CENTER ONLY	Y	<ul style="list-style-type: none"> Provide top quality photographs for the purposes of identifying inmates as well as the various types of tattoos for entry into a secure database. Must be able to perform routine repair and maintenance of cameras, and document general office procedures on a day to day basis. Performs other related duties as required. 	Photo lab workers must be able to multi-task, meet deadlines, and maintain a professional demeanor with staff and inmates. They must be comfortable with computers, cameras, scanners, and other types of electronic equipment as well as the numerous types of software required to operate the equipment properly.	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
PLUMBING	Y	<ul style="list-style-type: none"> The inmate will be required to provide new installation, maintenance, and repair on both commercial and residential type plumbing jobs. Maintain and repair plumbing for the institution including, but not limited to, hardware installation of sinks, faucets, spigots, sprinklers and water lines, water heaters, and mixing valves. Performs other related duties as assigned. 	<ul style="list-style-type: none"> Must have knowledge of residential/commercial plumbing code, theory, and practical application. Should possess basic reading, writing, comprehension, and communication skills. Previous plumbing experience is helpful. Should be mechanically inclined and able to use a 	Not required	<ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS) Should be able to stand for long periods of time and be attentive to minor details to ensure successful completion of the

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			variety of tools such as pipe wrenches, hacksaws, and soldering torch. <ul style="list-style-type: none"> • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		job.
PREVENTATIVE MAINTENANCE	Y	<ul style="list-style-type: none"> • Maintains, adjusts, and cleans HVAC equipment and components on the compound as directed by the maintenance supervisor. Provide maintenance and new construction at Department of Corrections' facilities. • Use and inventory required tools. • Performs other duties as assigned. 	<ul style="list-style-type: none"> • Knowledge of HVAC mechanics and cleaning components, as well as skills in maintenance and construction fields. • Must have basic reading, writing, comprehension, and communication skills. • Must interact well with staff and be self-motivated. • Must be able to work from plans and follow supervisor's instructions. 	Not required	<ul style="list-style-type: none"> • Understand purpose and use of Material Safety Data Sheets (MSDS) • Should be able to stand for long periods of time and be attentive to minor details to ensure successful completion of the job.
PUBLIC WORKS - DC SUPERVISED	N	Performs the following duties under supervision of DC personnel only: <ul style="list-style-type: none"> • Roadway and right-of-way work for cities and counties, grounds and building maintenance, mowing, litter removal, painting, construction projects, structure repair, servicing and washing school buses and cars, office moving and cleaning up parks and recreation areas. • Building and construction. • Furniture/equipment moving • Weed eating, debris removal & tree trimming. • Assists both state and local governments in cleaning up after natural disasters when requested. 	Must be able to: <ul style="list-style-type: none"> • Operate various power equipment • Operate all janitorial equipment. • Follow instructions and have the ability to work in a non-secure environment under the supervision of a Department of Corrections employee. 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS) • No physical limitations restricting lifting

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> Perform specified labor in designated communities subject to agreements in place. 			
PUBLIC WORKS – PRIVATE FACILITY SUPERVISION	Y	<p>Performs specified labor in designated communities subject to agreements in place:</p> <ul style="list-style-type: none"> Roadway and right-of-way work for cities and counties, grounds and building maintenance, mowing, litter removal, painting, construction projects, structure repair, servicing and washing school buses and cars, office moving and cleaning up parks and recreation areas. Building and construction. Furniture/equipment moving Weed eating, debris removal & tree trimming. Assists both state and local governments in cleaning up after natural disasters when requested. 	<p>Must be able to:</p> <ul style="list-style-type: none"> Operate various power equipment Operate all janitorial equipment. Follow instructions and have the ability to work in a non-secure environment under the supervision of a Department of Corrections employee. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS) No physical limitations restricting lifting
QUICK CONSTRUCTION	Y	CODE OBSOLETE AS OF 11/27/95			
RADIO/TV REPAIR	Y	<ul style="list-style-type: none"> Required to perform installation, maintenance, and minor repair of facility televisions, radios, telephone and multi-media components. Performs other related duties as required. 	<ul style="list-style-type: none"> Should possess basic reading, writing, comprehension, and communication skills. Should be mechanically inclined and able to use a variety of tools such as screw drivers, volt meters, electric drill, and channel locks. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS) Should be able to stand for long periods of time and be attentive to minor details to ensure successful completion of the job.
REGIONAL MAINTENANCE	Y	Required to repair and replace flat, shingle and metal roofs at institution as well as perform minor carpentry work as	<ul style="list-style-type: none"> Should have a working knowledge of all types of 	Not required	<ul style="list-style-type: none"> Understand purpose and use of

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		needed.	roofing including flat, shingle and metal. <ul style="list-style-type: none"> • Should be able to perform minor carpentry work as needed. • Must interact well with staff and be self-motivated. • Must be able to work from plans and follow supervisor's instructions. 		Material Safety Data Sheets (MSDS) <ul style="list-style-type: none"> • Should be able to stand for long periods of time and be attentive to minor details to ensure successful completion of the job.
REGIONAL WAREHOUSE	Y	Responsible for: <ul style="list-style-type: none"> • Loading/unloading trucks and trailers • Maintaining accurate inventory of stock • Performing general janitorial duties using all janitorial equipment (vacuum cleaner, mop and broom, floor buffer); • Servicing, cleaning and re-supplying general work areas and restrooms. • Performs other related duties as required 	Must have the following skills: <ul style="list-style-type: none"> • Good organizational, clerical, and communication skills. • Able to follow instructions and complete tasks without direct supervision • Able to operate janitorial equipment • Able to operate warehouse equipment (pallet jack, forklift) 	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS) • No physical limitations restricting lifting and moving inventory
ROOFING	Y	CODE OBSOLETE AS OF 11/27/95			
SANITATION/RECYCLE	N	<ul style="list-style-type: none"> • Responsible for separation of garbage for recycling and shred paper materials as required. • Performs other related duties as required. 	Knowledgeable in the operation of the trash compactor.	Not required	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
					Material Safety Data Sheets (MSDS)
SECURITY COMMUNITY. SUPPORT SQUADS	N	<ul style="list-style-type: none"> Inmates involved in this program construct school supplies such as bulletin board pin-ups and the like that are then donated to local schools. Construct soft-body dolls to be donated to charity programs. Perform other duties as assigned. 	<ul style="list-style-type: none"> Must possess basic sewing and craft skills. Must have good work ethics and be attentive to details. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
SECURITY ENVIRONMENTAL SERVICES	Y	<ul style="list-style-type: none"> Assists the Environmental Health and Safety Officer by maintaining the monthly inspection and caustic material logs Ensure training materials are up-to-date and available for use Ensure Material Safety Data Sheets (MSDS) are distributed to the appropriate areas upon receipt Performs other related duties as required 	<ul style="list-style-type: none"> Ability to follow basic instructions. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
SECURITY HORTICULTURE SQUAD	N	ASSIGNMENT NOT CURRENTLY UTILIZED			
SECURITY MAINTENANCE SUPPORT SQUAD	N	<ul style="list-style-type: none"> Assist with property tool related responsibilities. Performs general maintenance and repairs inside the secure perimeter. Performs other related duties as required. 	<ul style="list-style-type: none"> Must have building and construction skills (plumbing, painting, and electric). Ability to follow instructions. 	Not required	<ul style="list-style-type: none"> No medical restrictions for pushing or pulling. Trained in safety and proper operation of all job-related equipment Understand purpose and use of

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
					Material Safety Data Sheets (MSDS)
SECURITY TRANSITIONAL CARE UNIT UTILITY SQUAD	N	<ul style="list-style-type: none"> Performs general janitorial duties including, but not limited to, the use of all janitorial equipment (vacuum cleaners, mop and broom, floor buffer); service, clean, and re-supply assigned areas. Monitors and maintains cleaning supplies levels; ensuring caustic cleaning materials are available for use as required. Performs other related duties as required. 	<p>Must possess the following skills:</p> <ul style="list-style-type: none"> Able to follow instructions and complete tasks without direct supervision Basic math skills to calculate measurements for use of caustic materials Able to operate janitorial equipment (buffer, shampooer, vacuum); Good communication skills 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
SHEET METAL	Y	<ul style="list-style-type: none"> Required to make, install, and repair heating and air-conditioning ducts and many other building parts made of sheet metal. Performs other related duties as required. 	<ul style="list-style-type: none"> Should possess basic reading, writing, comprehension, and communication skills. Should be mechanically inclined and able to use a variety of tools required to complete the assignment. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Not required	<ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS) Should be able to stand for long periods of time and be attentive to minor details to ensure successful completion of the job.
SHOE REPAIR	Y	<ul style="list-style-type: none"> Responsible for the repair of boots and shoes, including but not limited to, replacing worn soles and heels, re-stitch worn or ripped seams, and replace inner soles. Performs other duties as assigned. 	<ul style="list-style-type: none"> Must possess good interpersonal communication skills, interacting with staff and other inmates appropriately. 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			<ul style="list-style-type: none"> Must maintain good personal hygiene habits. Must have good work ethics and be attentive to details. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		purpose and use of Material Safety Data Sheets (MSDS)
SHOE SHINE	Y	CODE OBSOLETE AS OF 11/27/95			
SPECIALIZED MAINTENANCE	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
SUBSTANCE ABUSE PEER FACILITATOR	Y	Responsible for: <ul style="list-style-type: none"> Attending, participating, and providing leadership in group activities Attend monthly training meetings with the program direction Performing general janitorial duties using all janitorial equipment (vacuum cleaner, mop and broom, floor buffer); Servicing, cleaning and re-supplying general work areas and restrooms. Monitoring and maintaining office and cleaning supply levels; ensuring caustic cleaning materials are available for use as required. Perform other related duties as required. 	Must possess the following skills: <ul style="list-style-type: none"> Able to follow instructions and complete tasks without direct supervision Basic math skills to calculate measurements for use of caustic materials Able to operate janitorial equipment (buffer, shampooer, vacuum) Good communication skills 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
T.E.A.M	N	ASSIGNMENT NOT CURRENTLY UTILIZED			
TILE SETTER	Y	CODE OBSOLETE AS OF 11/27/95			
TRAINED TUTOR AT NON-INMATE TEACHING ASSISTANT (ITA) SITE	Y	Responsible for: <ul style="list-style-type: none"> Assisting the teacher with preparation and delivery of lessons Performs general clerical tasks (filing, organizing 	Must possess: <ul style="list-style-type: none"> High school diploma with at least an 11th grade TABE test score 	Teaching Assistant Certification	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		paperwork) <ul style="list-style-type: none"> Serves as tutor for students in program Monitors and maintains cleaning supply levels; ensuring caustic cleaning materials are available for use as required. Performs general janitorial duties; cleans and re-supplies general working areas and restrooms Performs other related duties as required. 	<ul style="list-style-type: none"> Maintain professionalism, be punctual, and possess time management skills. Able to understand and apply moderately complex verbal and written instructions Good communication skills Able to operate janitorial equipment (buffer, shampooer, vacuum) 		<ul style="list-style-type: none"> Understand purpose and use of Material Safety Data Sheets (MSDS)
TRANSITION AIDE	N	Responsible for: <ul style="list-style-type: none"> Assisting transition facilitator by assisting inmates with resumes, career scopes, and reading material Performs general clerical tasks (filing, organizing paperwork) Monitors and maintains cleaning supply levels; ensuring caustic cleaning materials are available for use as required. Performs general janitorial duties; cleans and re-supplies general working areas and restrooms Performs other related duties as required 	Must have: <ul style="list-style-type: none"> Good clerical and communication skills Able to operate audio-visual equipment, balance a checkbook, and able to keep a budget 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS)
TRANSITION PROGRAM FACILITATOR	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
UTILITY SQUAD	N	<ul style="list-style-type: none"> Assists various squads such as general maintenance and inside grounds at the facility. Provides general lawn care and maintenance of institutional grounds within perimeter such as grounds keeping, and disposal of institutional trash. 	<ul style="list-style-type: none"> Jobs assigned based on individual skills and abilities. Must be able to follow instructions well. Must have good work ethics and be attentive to details. 	Blood Borne Pathogen Certification for body fluid spill clean-up	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<ul style="list-style-type: none"> Performs general janitorial duties including, but not limited to, the use of all janitorial equipment (vacuum cleaners, mop and broom, floor buffer); service, clean, and re-supply for assigned areas and restrooms. Performs other related duties as assigned. 	<ul style="list-style-type: none"> Trained in and use universal precautions in handling and disposing of bio-hazardous materials Must be able to calculate measurements to ensure correct use of caustic cleaning materials. Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 		Data Sheets (MSDS)
VEHICLE DRIVER	N	ASSIGNMENT NOT CURRENTLY UTILIZED			
VISITING PARK CANTEEN OPERATOR	Y	Responsible for: <ul style="list-style-type: none"> Direct sales to customers Maintaining accurate inventory records and logs Stocking canteen items Maintaining canteen area Performing other related duties as required. 	Must have the following skills: <ul style="list-style-type: none"> Good math, problem solving, organizational, and communication skills Able to follow instructions and complete tasks without direct supervision 	<ul style="list-style-type: none"> Valid Social Security Number Blood Borne Pathogen Certification for body fluid spill clean-up 	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand purpose and use of Material Safety Data Sheets (MSDS) No physical limitations restricting lifting and moving inventory
WAREHOUSEMAN	Y	Responsible for: <ul style="list-style-type: none"> Loading/unloading trucks and trailers Maintaining accurate inventory of stock Performing general janitorial duties using all janitorial 	Must have the following skills: <ul style="list-style-type: none"> Good organizational, clerical, and communication skills. Able to follow instructions 	Not required	<ul style="list-style-type: none"> Trained in safety and proper operation of all job-related equipment Understand

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		equipment (vacuum cleaner, mop and broom, floor buffer); <ul style="list-style-type: none"> • Servicing, cleaning and re-supplying general work areas and restrooms. • Performs other related duties as required 	and complete tasks without direct supervision <ul style="list-style-type: none"> • Able to operate janitorial equipment • Able to operate warehouse equipment (pallet jack, forklift) 		purpose and use of Material Safety Data Sheets (MSDS) <ul style="list-style-type: none"> • No physical limitations restricting lifting and moving inventory
WATER/WASTEWATER TREATMENT	Y	<ul style="list-style-type: none"> • Responsible for monitoring the water plant and adjustments of flow and air flow, chlorine monitoring, cleaning the lift station and maintaining accurate logs and reports. The inmate is also responsible for sludge removal from drying beds and the maintenance of pumps and machinery. • Performs other related duties as assigned. 	<ul style="list-style-type: none"> • Must have knowledge of waste water treatment and plumbing. • Must be in good physical shape. • Must have good observational skills and attention to details. • Should be mechanically inclined and able to use a variety of tools required to complete the assignment. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. 	Must have or be working towards earning "C-Wastewater" License	<ul style="list-style-type: none"> • Understand purpose and use of Material Safety Data Sheets (MSDS) • Should be able to stand for long periods of time and be attentive to minor details to ensure successful completion of the job.
WELDING	Y	<ul style="list-style-type: none"> • Expected to lie out, fit, and fabricate metal components to assemble structural forms, such as machinery frames and pressure vessels. • Performs other related duties as required. 	<ul style="list-style-type: none"> • Should have knowledge of welding techniques, metallurgy, and engineering requirements. • Should be familiar with all types of welding including but not limited to Tig, Mig, 	Not required	<ul style="list-style-type: none"> • Understand purpose and use of Material Safety Data Sheets (MSDS) • Should be able to stand for long

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			and Oxyacetylene. <ul style="list-style-type: none"> • Must have good observational skills and attention to details. • Must be self-motivated, not requiring constant direct supervision to complete tasks in a timely manner. • Must be able to work from plans and follow supervisors' instructions. 		periods of time and be attentive to minor details to ensure successful completion of the job.
WELLNESS AIDE	N	<ul style="list-style-type: none"> • Provide Fitness Programs for inmates within the program. • Assist the officers with coordinating recreational activities for the inmates in general population. • Officiate at sporting events. • Maintain an accurate inventory of all tools and recreational equipment by completing daily checks to ensure items are properly accounted for. • Conduct daily inspections of all areas where activities are held. Correct and report all deficiencies with equipment and repair or remove broken equipment. • Report any inmate accidents or injuries to the Wellness Officers. • Clean wellness area and recreation yard as directed by Wellness Officers. • Performs other duties as assigned. 	<ul style="list-style-type: none"> • Knowledge of the Wellness Program and the rules of the wellness activities. • Knowledge of the Wellness Program and the rules of the wellness activities. • Must have basic reading, writing, comprehension, and communication skills. • Must interact well with staff and be self-motivated. 	Successfully completed Wellness and Fitness Program.	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand purpose and use of Material Safety Data Sheets (MSDS)
WELLNESS EDUCATION PROGRAM	N	<ul style="list-style-type: none"> • Inmates must have the capability and the desire to conduct classes for various activities being directed by the Wellness instructor. 	<ul style="list-style-type: none"> • Must be knowledgeable in all aspects of sports field. • Must have basic reading, writing, comprehension, and communication skills. 	Certification in Wellness Program	<ul style="list-style-type: none"> • Trained in safety and proper operation of all job-related equipment • Understand

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
			<ul style="list-style-type: none"> Must interact well with staff and be self-motivated. 		purpose and use of Material Safety Data Sheets (MSDS)
WHEELCHAIR REFURBISHING	Y	ASSIGNMENT NOT CURRENTLY UTILIZED			
WORK RELEASE	N	<ul style="list-style-type: none"> Assigned to community work release center to seek and maintain employment in the community prior to release from incarceration. 		Not required	
YOUTHFUL OFFENDER. TRANSITIONAL PROGRAM	N	ASSIGNMENT NOT CURRENTLY UTILIZED			
PRISON REHABILITATIVE INDUSTRIES AND DIVERSIFIED ENTERPRISES (PRIDE) & PRISON INDUSTRIES ENHANCEMENT (PIE)					
ABATTOIR (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
ADMINISTRATION (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
AUTO RENOVATION (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at:			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		mailto:ctortarelli@pride-enterprises.org .			
AUTOMATED MAPPING/FACILITIES (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org .			
AUTOMOBILE GASKETS PACKING (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org .			
BED LINEN (PRIDE)	Y	For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org .			
BEEF CATTLE (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org .			
BROOM FACTORY (PRIDE)		For more information regarding this job assignment, please contact PRIDE Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org .			
CITRUS (PRIDE)		For more information regarding this job assignment,			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<p>please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org.</p>			
CITRUS/NURSERY (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
COBBLESTONE (PIE / PRIDE)	Y	<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
COMMERCIAL DISHWASHING MACHINE OPERATOR (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
COMPUTER AIDED DRAFT/DESIGN (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
CORRUGATED BOXES (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and</p>			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
CULINARY ARTS PROGRAM (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
CUSTOM BOXES (PIE / PRIDE)	Y	For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
DAIRY (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
DAIRY CALF MANAGEMENT (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
DAIRY PROCESSING EQUIPMENT OPERATIONS (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
DECALS (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
DENTAL LAB (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
EMBROIDERY OPERATION (PRIDE)	Y	For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
FARM (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
FEED MILL (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
FOOD PROCESSING (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
FORESTRY (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
FRESHWATER FISH FARM (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
FURNITURE PLANT (PIE)	Y	For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
FURNITURE REFURBISHING (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
GARDEN (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
GARMENT (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
HAY/SOD (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
INFORMATION TECHNOLOGY (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
JUICE PLANT (PIE / PRIDE)	N	For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
KENNEL KITS (PIE / PRIDE)	Y	For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
KEY PUNCH DATA ENTRY (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
LABORER LUFFA PROGRAM (PRIDE)	Y	For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
LABORER PRESCRIPTION TURF (PRIDE)	Y	For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
MAINTENANCE (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
MATTRESS/GLOVES (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at:			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		mailto:ctortarelli@pride-enterprises.org			
METAL FURNITURE (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
METAL PRODUCTS (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
MODULAR CONSTRUCTION (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
OPTICAL LAB (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
PRINTING (PIE / PRIDE)	Y	<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
OPTICAL (PIE / PRIDE)	Y	For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
PAINT FACTORY (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
PLANT NURSERY (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
POULTRY/EGGS (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
POULTRY/MEAT (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
PRINTING (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
RECYCLING – COMPUTER (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
RING BINDING (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
SALES SUPPORT CENTER (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
SANITARY MAINTENANCE/SUPPLIES (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
SCANNING AND IMAGING (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
SCHOOL BUS/HEAVY VEHICLE RENOVATIONS (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
SEAFOOD PROCESSING (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
SEATING (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
SHOE FACTORY (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			
SIGNAGE & GRAPHICS (PRIDE)		For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643- 8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
SUGAR CANE (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
SWINE (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
TAG PLANT (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
TIRE REMANUFACTURING (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
TRANSMISSION RECONDITIONING (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
TRANSMISSION RECONDITIONING (PRIDE)		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and</p>			

Inmate Work Assignments

Job Assignment	Skilled (Y or N)	Duties & Responsibilities	Knowledge, Skills, & Abilities	Licensure, Registration, & Certifications	Other Job Related Requirements
		<p>Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
<p style="text-align: center;">TRANSPORTATION (PRIDE)</p>		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
<p style="text-align: center;">VEGETABLE CANNERY (PRIDE)</p>		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
<p style="text-align: center;">WAREHOUSE (PRIDE)</p>		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			
<p style="text-align: center;">WOOD FURNITURE (PRIDE)</p>		<p>For more information regarding this job assignment, please contact Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) Enterprises at 1-800-643-8459 or email Carol Tortarelli at: mailto:ctortarelli@pride-enterprises.org</p>			